

SECRET

ENCLOSURE

DRAFT

IAC STANDING COMMITTEE

DRAFT

QUESTIONNAIRE ON BIOGRAPHIC FILES

1. Custodian
 - a. Department _____
 - b. Office _____
 - c. Division _____
 - d. Branch _____
2. Location
 - a. Washington _____
 - b. Domestic (Give specific place) _____
 - c. Foreign (" " ") _____
3. Title or Name of File _____
(include country or countries covered)
4. Classification
 - a. Unclassified
 - b. Restricted
 - c. Confidential
 - d. Secret
 - e. Top Secret
 - f. Mixed
5. Type of File
 - a. Overt _____
 - b. Covert _____
 - c. Security _____
6. Category (ies) of Personalities Covered (check one or more)
 - a. Political _____
 - b. Economic _____
 - c. Sociological/Cultural _____
 - d. Military _____
 - e. Naval _____
 - f. Air _____
 - g. Scientific _____
7. Physical Description
 - a. Cards _____ Size _____ approx.no. _____; approx.no.of names _____
 - b. Folders _____ Size _____ approx.no. _____; approx.no.of names _____
 - c.* Other _____ Size _____ approx.no. _____; approx.no.of names _____
*(describe briefly) _____
 - d. Method of entry
Typewritten _____ Handwritten _____
 - e. Languages
English _____; Foreign language _____; Mixed languages _____
(specify) (specify)
8. Sequence of Arrangement
 - a. Alphabetical by name _____
 - b. Alphabetical by name within country _____
 - c. a. or b. above supplemented by special categories (describe briefly): _____
 - d. Overall name indices
Flexoline _____, listings _____, other _____
9. Source Identification
 - a. Sources documentary _____
 - b. Sources coded _____
 - c. No sources indicated _____
10. The file (could be) (has been) duplicated by:
 - a. Microfilm _____
 - b. Photostat _____
 - c. Other _____ (describe): _____
11. Copies have been disseminated to:
 - a. Name _____, Location _____
 - b. _____
 - c. _____
12. Status of file and dates covered
 - a. Active _____, from _____ to _____
 - b. Inactive _____, from _____ to _____
 - c. Other _____, from _____ to _____
13. Present Planned Disposition of File
 - a. Will be maintained on current basis _____
 - b. Will be held as reference file without additions _____
 - c. Will be retired to archives status _____
 - d. Will be destroyed _____

State Dept. declassification & release instructions on file

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